

**THE TULALIP TRIBES
QUILCEDA CREEK CASINO
Job Description**

JOB TITLE: QCC SECURITY OFFICER

POSITION NUMBER: ON GOING

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent required. ***(Copy of document must be attached with application)**

SKILLS:

- ☐ Ability and/or experience to write concise and accurate reports. **(Test required passing with minimum score of 80%)**
- ☐ Must have good math skills. **(Test required)**
- ☐ Must have excellent customer service skills for dealing with customers and employees.

EXPERIENCE:

- ☐ Prior experience working with the public utilizing customer relation skills.
- ☐ Minimum of one (1) year prior experience working in a security field (i.e., corrections officer, security guard, etc.) or related military experience within the last five (5) years (i.e., military police, infantry, etc.).

OTHER REQUIREMENTS:

- ☐ Must not have received more than one written warning within one (1) year from closing date of this position.
- ☐ Must possess a valid Washington State Drivers License. ***(Attach copy with application)**
- ☐ Must possess a clear driving record and meet the organizations insurance criteria. ***(Current documentation from the DMV must be attached with application)**
- ☐ Applicants will be required to successfully pass a “medium level” agility exam to determine if they are physically capable to perform the needed tasks of the position. Once hired applicants will be required to pass this agility exam annually.
- ☐ Once hired applicants will be required to attend, successfully complete, and keep current certifications in: CPR, AED, TIPS, First Aid, and any other training assigned or deemed necessary.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work at all gaming sites, the "New" Tulalip Casino, the Quil Ceda Creek Casino, and Bingo.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and the Tribal Gaming Agency.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with Tulalip Tribes and/or other employment entities.

Physical Characteristics and/or Prerequisites:

- ☐ Strength to lift objects weighing up to 100 lbs. on an occasional basis and 40 lbs. frequently.
- ☐ Stamina to push and pull carts weighing up to 200lbs.
- ☐ Mobility to bend and stoop frequently.
- ☐ Stamina to stand and/or walk for prolonged periods of time up to 8 hours per day.
- ☐ Mobility to climb stairs on an occasional basis.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Tolerance and patience to deal with upset, angry, frustrated and/or intoxicated customers.

Tribal Department: Security

Employee Classification: Non-exempt

Job Summary: Following Security Department procedures, works to ensure protection of company assets and safety of customers and employees.

Employee Reports To: QCC Security Shift Lead Officer or designee

Extent of Job Authority: Authority to observe and report all activities, incidents, or safety hazards and to uphold the integrity of the Casino/Bingo.

Specific Duties Performed:

1. Observes and reports incidents, procedure violations, or criminal activities as they arise on the Casino/Bingo premises.
2. Creates a safe, friendly environment for customers and employees.
3. Safeguards property assets.
4. Ensures the safety and security of money and chip transactions, fills and storage.
5. Patrols parking lots to ensure the safety of customer and employee automobiles when needed.
6. Assists customers with their appropriate needs.
7. Obtaining fills and credits for gaming stations.
8. Participates in the collection of drop boxes during shift changes and at other times pursuant to regulations.
9. Performs security checks.
10. Performs key service.
11. Ensures that unauthorized persons do not enter restricted areas within TGO establishment.
12. Provides security escorts as necessary.
13. Assists in the resolution of disputes as necessary.
14. Initiates first aid/CPR (when trained in such actions) pending the arrival of emergency services.
15. Prevents, detects, and reports cheating, theft, embezzlement, and other illegal activities in the gaming facility.
16. Prevents, detects, and reports unusual occurrences or circumstances in the gaming facility.
17. Monitors the condition of the establishment and reports conditions that warrant attention.
18. Controls and/or restrains physically aggressive or violent persons.
19. Performs denial of alcohol service to over intoxicated customers.
20. Performs permanent Barring on persons as directed.
21. Performs other related duties as deemed necessary.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$14.71 per hour.

Opening Date: ON GOING

Closing Date: .

Please return your completed application and required documents to the Tulalip Casino Receptionist by the closing date and time. * Required documents must be submitted prior to interviewing.